

VOCATIONAL INSTRUCTOR
(AUTO BODY AND FENDER REPAIR)
(CORRECTIONAL FACILITY)



OPEN, NONPROMOTIONAL – SPOT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENT OF CORRECTIONS AND REHABILITATION
SPOT EXAMINATION FOR:

SEE ATTACHED LISTING

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing period(s) for this examination are: **January 1 – June 30; July 1 – December 31**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit applications to one of the address(es) indicated on the attached listing of Local Testing Offices. Candidates may only establish eligibility in one location. Applications may be filed in person or by mail.

NOTE: Only applications with an original signature will be accepted.

NOTE: The wearing of denim or gray sweats on institution grounds is prohibited.

APPLICATION DEADLINE/ REQUIREMENTS Each testing office will accept applications continuously and will notify and test applicants as needs warrant. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

TEST DATE To learn more about examination date(s), contact the testing office(s) indicated on the attached listing.

SALARY RANGE(S) As of: 1/27/05

Range A: \$3574 - \$4342
Range B: \$3738 - \$4543
Range C: \$3918 - \$4759
Range D: \$4102 - \$4986
Range E: \$4297 - \$5218
Range F: \$4503 - \$5744

MINIMUM QUALIFICATIONS

Experience: Five years of journeyperson work experience in Auto Body and Fender Repair. At least one year of the required work experience must be within the three years immediately preceding the issuance of the preliminary credential. (48 semester units of postsecondary vocational training, related to the subject named on the credential and verified by official transcript, may be substituted for a maximum of two of the five years of experience.) (Persons applying under this pattern may also use accumulated part-time work to meet the five-year requirement.) (Possession of a valid California Teaching Credential which authorizes the holder to teach on a full-time basis a vocational course in Auto Body and Fender Repair may be substituted for the required experience.) **and**

Education: Graduation from high school or its equivalent. **and**

Credential: Possession of a valid California Teaching Credential which authorizes the holder to teach on a full-time basis a vocational course in Auto Body and Fender Repair. (Applicants who do not possess this credential may take the examination but must have on file with the Commission on Teacher Credentialing an application for the appropriate credential before appointment and must secure the credential within 120 working days after appointment. After issuance, the credential must be maintained by completion of any examinations and course work required.)

Special Requirements: Must be willing to continue their educational development; work in a State correctional facility; participate in group-oriented treatment programs; maintain an empathetic and objective understanding of inmates; maintain high standards of morals and speech; tact; patience; and emotional stability.

Special Physical Requirements: Must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

Applicants must show their California Teaching Credential number, title, and expiration date on their Examination Application (Std. Form 678).

MINIMUM
QUALIFICATIONS
CONTINUED

NOTE: **High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

EXAMINATION
PLAN

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

Scope:
Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- A. Knowledge of:**
1. Methods, materials, tools, machines, equipment, and safety principles involved in Auto Body and Fender Repair

NOTE: In addition, competitors must be willing to learn principles, methods, practices, current developments and trends in vocational education.

- B. Ability to:**
1. Perform the duties of a journeyperson in the field of Auto Body and Fender Repair
 2. Provide leadership and motivation to inmates
 3. Teach and supervise inmates
 4. Work effectively with other disciplines
 5. Read and use drawings and sketches
 6. Estimate and order supplies
 7. Analyze situations accurately and take effective action
 8. Maintain fair and firm discipline
 9. Keep records and prepare reports

If conditions warrant, this examination may consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

ELIGIBLE LIST
INFORMATION

A separate eligible list will be established to fill vacancies for the institution(s) on the attached listing. Names of successful candidates are merged into the list(s) in order of final scores, regardless of date. Eligibility expires **12** months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION
DESCRIPTION AND
LOCATION(S)

A Vocational Instructor (Auto Body and Fender Repair) (Correctional Facility) helps persons committed to State correctional facilities in the Department of Corrections and Rehabilitation prepare to become productive and contributing members of society by training them in academic subjects and by helping them to develop socially acceptable attitudes and interests. The instructor gives both individual and group instruction; conducts assessment and testing; and, in many instances, participates as a member of an interdisciplinary treatment team. The instructor is responsible for supervising the conduct of the students while in the classroom and may be called upon to assume general custody responsibilities in time of emergency.

The Department stipulates that the instructor play an important role in the total education, treatment, training process, as well as in teaching the skills which will enable the individual to seek occupational opportunities. The instructor's tasks include: planning, assigning and supervising work; maintaining control and discipline in the classroom; controlling all materials and equipment which may be used as potential weapons; preparing courses of study and daily lesson plans; counseling students as to progress in the instructional program; working with students and helping them set and meet educational needs and goals; participating in program evaluation; participating in Trade Advisory Committee meetings; preventing escapes and injury by students to themselves or others or to property; inspecting premises and searching for contraband weapons or illegal drugs; and performing other related duties. Instructors may be assigned to work as relief instructors, on a full-time basis, in specialties other than those for which they were hired. In addition, they may work with treatment teams which combine the services of personnel in the custody, academic, vocational, psychiatric and casework areas. The instructor has an important role of providing information of an educational nature which can help other members of the team to better determine each student's treatment needs. The instructor has responsibility, once a plan is developed, for providing, through their classroom curriculum program, types of experience which are compatible with this plan.

Position(s) exist with the Department of Corrections and Rehabilitation institution(s) on the attached list.

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS POINTS/
CAREER CREDITS

Career credits or Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. **If you receive Veteran's Preference Points, you cannot also receive career credits in this examination.**

GENERAL INFORMATION

It is the candidate’s responsibility to contact _____ at _____ three weeks after the final filing date if he/she has not received his/her progress notice.

Applications are available at Department of Corrections and Rehabilitations’ offices, State Personnel Board offices and local offices of the Employment Development Department.

Veterans Preference: California law allows the granting of Veterans Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open, Nonpromotional** Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran’s Preference Points are on the Veterans Preference Applications (Std. Form 1093) which is available from the State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

Career Credits: California law allows the granting of career credits in Open, Nonpromotional examinations. Career credits are three points added to the final qualifying score of each competitor who is a state employee with permanent civil service status or employees who have a mandatory right of reinstatement to such a position; or a full-time exempt employee with 12 months consecutive service; or individuals who have served one full year in or are a graduate of the California Conservation Corps (CCC) (eligibility expires 24 months after graduation from the CCC). Effective January 1, 1983, AB 3325 (1982) eliminated career credits for classes designated by DPA as managerial.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS

<p>AVENAL STATE PRISON P.O. BOX 8 #1 Kings Way Avenal, CA 93204 (559) 386-0587 EXT. 5082 TDD: (800) 735-2929</p>	<p>CALIPATRIA STATE PRISON P.O. BOX 5001 7018 Blair Road Calipatria, CA 92233 (760) 348-7000 EXT. 5229 TDD: (800) 735-2929</p>	<p>CALIFORNIA CORRECTIONAL CENTER P.O. BOX 790 711-045 Center Road Susanville, CA 96127-0001 (530) 257-2181 EXT. 4397 (TDD: (800) 735-2929 (PLEASE NOTE: HIGH DESERT STATE PRISON ADMINISTERS DELEGATED EXAMINATIONS FOR CALIFORNIA CORRECTIONAL CENTER)</p>
<p>CALIFORNIA MEN'S COLONY P.O. Box 8101 Highway 1 San Luis Obispo, CA 93409-8101 (805) 547-7900 EXT. 7943 TDD: (800) 735-2929</p>	<p>CALIFORNIA STATE PRISON, LOS ANGELES COUNTY Attn: Personnel Office 44750 60th Street West Lancaster, CA 93536-7620 (661) 729-2000 EXT. 5229 TDD: (800) 735-2929</p>	<p>CALIFORNIA STATE PRISON, SOLANO P.O. BOX 4000 2100 Peabody Road Vacaville, CA 95696-4000 (707) 451-0182 EXT. 5557 TDD: (800) 735-2929</p>
<p>CENTINELA STATE PRISON P.O. BOX 731 2302 Brown Road Imperial, CA 92251 (760) 337-7900 EXT. 5218 TDD: (800) 735-2929</p>	<p>CENTRAL CALIFORNIA WOMEN'S FACILITY P.O. BOX 1501 23370 Road 22 Chowchilla, CA 93610-1501 (559) 665-5531 EXT. 5041 TDD: (800) 735-2929</p>	<p>CHUCKAWALLA VALLEY STATE PRISON P.O. BOX 2289 Blythe, CA 92226 19025 Wiley's Well Road Blythe, CA 92225 (760) 922-5300 EXT. 5202 TDD: (800) 735-2929</p>
<p>FOLSOM STATE PRISON P.O. BOX 71 300 Prison Road Represa, CA 95671 (916) 985-2561 EXT. 4785 TDD: (800) 735-2929</p>	<p>IRONWOOD STATE PRISON P.O. Box 2229 19005 Wiley's Well Road Blythe, CA 92226 (760) 921-3000 EXT. 5403 TDD: (800) 735-2929</p>	<p>PLEASANT VALLEY STATE PRISON P.O. BOX 8506 24863 West Jayne Avenue Coalinga, CA 93210-1135 (559) 935-4966 TDD: (800) 735-2929</p>
<p>SIERRA CONSERVATION CENTER P.O. BOX 497 5100 O'Byrnes Ferry Road Jamestown, CA 95327 (209) 984-5291 EXT. 5137 TDD: (800) 735-2929</p>	<p>SUBSTANCE ABUSE TREATMENT FACILITY & STATE PRISON at CORCORAN P.O. BOX 7100 900 Quebec Avenue Corcoran, CA 93212-7100 (559) 992-7100 EXT. 5646 TDD: (800) 735-2929</p>	